BEFORE TAXI

Plan and brief airport surface operations.
Check ATIS if available.
Check NOTAM's.
Airport diagram available for all crew members.
Airport diagram used in taxi plan.
Taxi instructions from ATC written down.
All crewmembers AGREE on what is expected or seek clarification.

TAXI FOR DEPARTURE

Monitor progress using airport diagram.
Use compass or heading display to confirm taxiway/runway alignment.
Eliminate nonessential cockpit activities.
STOP the aircraft when uncertain of location and advise ATC, **DO NOT** stop on a runway.
Request progressive taxiing instructions, if necessary.
Monitor ATC communications with other aircraft.
Use standard phraseology with ATC.
READ BACK all runway crossing and **HOLD SHORT** instructions.
Confirm with self or crew or ATC is uncertain of clearance before entering or crossing a runway.
Scan full length of runway and approach paths before entering.
Coordinate verbally with crew all runway crossing clearances, hold short instruction, and other critical items.
Be more vigilant during periods of low visibility, especially when taxiing on or crossing runways.

TAKING THE RUNWAY

READ BACK all clearances, including the position and hold, using the runway number.
Scan again the full length of the runway, including approach areas.
Confirm with self or crew that clearance to take the runway has been given.
Use the compass or heading display to confirm correct runway.
Be more vigilant in periods of reduced visibility, especially for taxi into position and hold clearance.
DO NOT remain in "position and hold" for extended periods of time.
Contact ATC or Look for light gun signals.
Use exterior lights to enhance aircraft visibility.

BEFORE TAXI

Plan and brief airport surface operations.
Check ATIS if available.
Check NOTAM's.
Airport diagram available for all crew members.
Airport diagram used in taxi plan.
Taxi instructions from ATC written down.
All crewmembers AGREE on what is expected or seek clarification.

TAXI FOR DEPARTURE

Monitor progress using airport diagram.
Use compass or heading display to confirm taxiway/runway alignment.
Eliminate nonessential cockpit activities.
STOP the aircraft when uncertain of location and advise ATC, **DO NOT** stop on a runway.
Request progressive taxiing instructions, if necessary.
Monitor ATC communications with other aircraft.
Use standard phraseology with ATC.
READ BACK all runway crossing and **HOLD SHORT** instructions.
Confirm with self or crew or ATC is uncertain of clearance before entering or crossing a runway.
Scan full length of runway and approach paths before entering.
Coordinate verbally with crew all runway crossing clearances, hold short instruction, and other critical items.
Be more vigilant during periods of low visibility, especially when taxiing on or crossing runways.

TAKING THE RUNWAY

READ BACK all clearances, including the position and hold, using the runway number.
Scan again the full length of the runway, including approach areas.
Confirm with self or crew that clearance to take the runway has been given.
Use the compass or heading display to confirm correct runway.
Be more vigilant in periods of reduced visibility, especially for taxi into position and hold clearance.
DO NOT remain in "position and hold" for extended periods of time.
Contact ATC or Look for light gun signals.
Use exterior lights to enhance aircraft visibility.

BEFORE INITIAL DESCENT

Check ATIS if available.
Airport diagram available to all crewmembers.
Use ATIS and the airport diagram to anticipate your landing runway and taxi route to the ramp.
Plan and brief airport surface operations.
Have tower and ground control frequencies in standby or ready and available.

LANDING PROCEDURES

Use appropriate external aircraft lighting.
ADVISE ATC IF UNABLE to accept any landing clearance or request. (e.g. Land and Hold Short – LAHSO)
Repeat clearance to land.
Ensure that you are lined up on correct runway.

EXITING THE RUNWAY

Coordinate with the crew for agreement on assigned runway and any restrictions.
Runway cleared expeditiously or ATC notified of delay.
Nonessential communication among crew eliminated until clear of all runway.
Coordinate verbally on taxi instructions with crew. Single pilots mentally review ATC taxi instructions. Either case, clarification requested if necessary.

TAXI IN

Taxi instructions written down
Seek clarification from ATC if necessary.
All crewmembers AGREE on taxi instructions.
Airport diagram used to monitor progress.
Compass or heading display used to confirm position.
No nonessential communications until clear of all intersections.
STOP aircraft if uncertain of position and advise ATC.
DO NOT stop on runway. Request progressive taxi instructions if necessary.
ATC communications with other aircraft monitored.
Standard phraseology used.
READ BACK all runway crossing instructions read back.
Monitor ATC communications with other aircraft.
Confirm with self or crew or with ATC if uncertain of clearance before entering or crossing a runway.
Scan full length of runway and approach paths before entering or crossing.
Coordinate verbally with crew all runway crossing clearance, hold short instructions, and other critical items.
Be more vigilant during periods of low visibility, especially when taxiing on or crossing runways.